

Position allocations begin with the Position Description Form (SF-3). When requesting or determining allocations for new positions, it may be necessary for HR personnel to speak with an employee and/or supervisor to identify the duties and responsibilities that will be associated with the new position. Allocation updates and appeals usually require modifying an existing SF-3 for submission to State Civil Service, or in conducting the necessary steps to allocate a position if the agency has Classification Delegation Authority.

The components of the SF-3 Form require the user to provide information on the existing status of the position and its incumbent, if applicable and the requested change to the position's allocation. This information is used to help determine the status of a position, such as whether it is filled or vacant. It also helps in providing information such as the type of request being made, general qualities or characteristics of the position, employee and supervisor, other comparative positions, whether it has supervisory elements or not. It requires the user to provide supporting attachments such as organizational charts and (of utmost importance) a description of the duties and activities that are expected to be conducted by the position.

The following steps will assist you in completing the SF-3.

NOTE: Print a copy of the SF-3 before moving on.

1. Type of Request:

This section involves determining the nature of the request, listing the current official job title and the requested official job title.

The following chart provides guidance on determining the nature of the request. Indicate the one choice that best applies to your situation on the SF-3.

Type of Request	What is it?	When is it used?
New Position Established	Typically, a collection of duties and responsibilities that did not exist prior to the creation of the New Position.	<ol style="list-style-type: none"> 1. To create a new job for which a position has never existed. 2. To allow for competition when a position's duties have changed drastically.
Update	An allocation review when no or few changes have been made to a position.	When duty changes are so minor that a reallocation is not expected.

Type of Request	What is it?	When is it used?
Agency Appeal	An appeal that is initiated by the agency's Appointing Authority (or his or her designee) to change the allocation of a position to a different job title.	When the Appointing Authority believes that an allocation decision, made previously by either the agency's human resources office or by State Civil Service, no longer supports the actual duties of the position.
Employee Appeal	An appeal that is initiated by the employee occupying the position to change the allocation of a position to a different job title.	When the employee holding the position believes that an allocation decision, made previously by either the agency's human resources office or by State Civil Service, no longer supports the actual duties of the position.
5.3 Appeal	Under State Civil Service Rule 5.3, an employee affected by the allocation or reallocation of a position to a job shall be afforded a reasonable opportunity to have his case reviewed by the State Civil Service Director (case may be reviewed by the Director's designee).	When an employee disagrees with an allocation decision made by the delegated agency or State Civil Service, he may file a 5.3 Appeal. The process involves an interview with the employee, after which the State Civil Service consultant provides a recommendation on the allocation of the position to the Director. The Director reviews the report and makes the final allocation decision.
Job Correction	A change in the allocation of a position as a result of a State Civil Service Job Study.	When revisions to a job specification and/or related allocation criteria require the position be allocated to a different job.
The boxes for Career Progression Group and Master in the Type of Request section on the SF-3 may be checked in addition to any of the above requests.		
Career Progression Group	A pre-defined list of job titles that may be used to hire and reallocate employees for recruiting, training and retention purposes. Initial placement and movement within the group is based on a combination of experience, duty assignments, competencies and performance.	When a position is assigned a higher level of duties but the agency decides to hire an employee at a lower level for training purposes.
Master	A single position description encompassing the identical duties of three (3) or more employees	When three (3) or more positions are assigned to the same supervisor and are performing identical duties.

When listing the current and requested official job titles, use the job title, pay level and job code that has been assigned to the job by State Civil Service. This information can be found in the [Job Information and Test Finder](#). List the position number and the agency's personnel area code in the appropriate boxes. The [agency personnel area code](#) is the four-digit code used to identify each individual agency, office, institution, facility, board, university, etc. in the LA Gov HCM statewide personnel management system.

Leave the "Current Official Job Title" portion blank for new positions. For a new position, the requested job title may be best determined after completing the SF-3 form, particularly following completion of the Duties and Responsibilities attachment (see section 5, below).

2. General Information:

In this section, record information about the employee, supervisor and agency where indicated. If the position is not currently occupied, indicate "Vacant" in the "Employee's Name" section. For filled positions, it is important to check the minimum qualifications on the State Civil Service job specification for the requested job to determine if the employee will qualify. Document this by checking "yes" or "no" under "Employee Qualifies for Job."

3. Comparative Positions:

As part of your research in determining the appropriate job title, you may look at existing positions with duties that are a close match for the duties and responsibilities that are assigned to the position in question. Comparable positions are not limited to your agency. State Civil Service encourages file research across agencies. A file room and imaging system documents are available by appointment by calling (225) 342-8083.

4. Supervisory Elements:

Check off all functions that the position will perform. If the position will exercise direct supervision, also include the number of employees the position supervises. NOTE: Direct supervision over a position can be claimed ONLY if the incumbent approves leave and signs the performance evaluation document for that subordinate. Positions that do not meet the definition of direct supervision, but perform one or more of the other supervisory elements (determining work assignments, recommending hiring/promotions, training staff, reviewing and approving work) exercise functional supervision. This does not count as direct supervision. The number of functional subordinates are not reported on the SF-3, but may be indicated on the organizational chart with a dotted line connecting them to the functional supervisor.

5. Attachments:

Check all that apply. Note that Position Descriptions (SF-3) submitted without the **REQUIRED** attachments will be returned to the agency without action. Required attachments include:

- A comprehensive organizational chart that shows all reporting relationships in the unit where the subject position is located. Organizational charts must include official State Civil Service job titles, position numbers and incumbent names. Direct subordinates are indicated by a solid line connecting to the supervisor.
- A statement of Duties and Responsibilities must be submitted with every Position Description (SF-3). Before beginning, review the “Attachments” section of the [Position Description \(SF-3\) Instruction Form Sheet](#), the [SF-3 Frequently Asked Questions](#), and the guides to [Writing Position Descriptions and Writing Examples of Work](#). Following these guidelines will help you to create a position description that is “allocation friendly” (i.e. helpful to you, the person responsible for making the allocation decision).

Optional Attachments:

- Signatures/Comments: If comments are indicated next to the signature blocks, please attach appropriate letter(s) or memo(s).
- If the Position Description (SF-3) is to be used as a Master Job Description for multiple positions having the same supervisor, attach a list of each position number and employee name that will be covered by the Master Job Description.

6. Signatures:

In accordance with [Rule 5.2\(d\)](#), the Appointing Authority/Designee signature is always required. Employee and direct supervisor signatures are strongly requested as checks and balances. At this point, prepare to send two copies of the SF-3 to State Civil Service for a decision. SCS will allocate and return an approved copy to your human resources office. The following information outlines the process by which State Civil Service allocates positions and thus, fulfills [Rule 5.3\(a\)](#).

The Position Description (SF-3) Form can be found in [Forms](#). Assistance with completing the actual Position Description Form can be found in [SF-3 Position Description Instructions](#).

Further information regarding the procedures for allocating positions or submitting position descriptions to Civil Service can be found as follows:

Agency with Classification Delegation Authority – [Procedures: Classification Delegation Program Policies, Agencies with Delegation Authority](#)

Agency without Classification Delegation Authority – [Procedures: Allocation Guidelines for Agencies WITHOUT Delegation Authority](#)